

DOCUMENT AVAILABILITY MATRIX

APPENDIX B

	DOCUMENT IDENTIFIED IN COUNCIL RESOLUTION	AVAILABLE ON WEBSITE?	AVAILABLE FOR INSPECTION?	IF NOT ON WEBSITE, WHY?
1	Details of current allowances fixed for the Mayor and Councillors under section 74 or 74A of the Act. <i>(Regulation 11(a))</i>	YES	YES (Contact Manager Corporate Governance and Performance)	
2	The total annual remuneration for all senior officers in respect of the current financial year and the previous financial year. <i>(Regulation 11(b))</i>	YES (included in current Annual Report)	YES (Contact Manager Corporate Governance and Performance)	
3	Details of overseas or interstate travel (with the exception of interstate travel by land for less than three days) undertaken in an official capacity by Councillors or any members of Council staff in the previous 12 months. <i>(Regulation 11(c))</i>	NO	YES (Contact Manager Corporate Governance and Performance)	Privacy implications with displaying individual's names on website.
4	Names of Council officers who were required to submit a return of interest during the financial year and the dates the returns were submitted. <i>(Regulation 11(d))</i>	NO	YES (Contact Manager Corporate Governance and Performance)	As per section 81(10) of the Act and section 8 of the Regulations, written application to the Chief Executive Officer is required.
5	Names of Councillors who submitted returns of interest during the financial year and the dates the returns were submitted. <i>(Regulation 11(e))</i>	NO	YES (Contact Manager Corporate Governance and Performance)	As per section 81(10) of the Act and section 8 of the Regulations, written application to the Chief Executive Officer is required.
6	Agendas for, and minutes of, ordinary and special meetings of Council held in the previous 12 months, except if the minutes relate to parts of meetings that had been closed to members of the public. <i>(Regulation 11(f))</i>	YES	YES (Contact Manager Corporate Governance and Performance)	

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7	A list of special committees established by Council and the purpose for which each committee was established. <i>(Regulation 11(g))</i>	YES (Also see minutes of Special Council Meeting on 12 November 2013)	YES	
8	A list of special committees that were abolished or ceased to function during the financial year. <i>(Regulation 11(h))</i>	NO (but will be if applicable)	YES (Contact Manager Corporate Governance and Performance)	There have been no Special Committees abolished during the 2013/2014 financial year.
9	Minutes of meetings of special committees held in the previous 12 months, except if the minutes relate to parts of meetings that have been closed to members of the public. <i>(Regulation 11(i))</i>	YES	YES (Contact Manager Corporate Governance and Performance)	
10	A register of delegations kept under sections 87 and 98 of the Act, including the dates on which the last reviews took place. <i>(Regulation 11(j))</i>	NO	YES (Contact Manager Corporate Governance and Performance)	The individual Charters for each Special Committee include the delegated authority of those Committees.
11	Submissions received in accordance with section 223 of the Act during the previous 12 months. <i>(Regulation 11(k))</i>	NO	YES (Contact Manager Corporate Governance and Performance)	Privacy implications due to submitters personal details being included in the submissions.
12	Agreements to establish regional libraries under section 196 of the Act. <i>(Regulation 11(l))</i>	N/A	N/A	Not applicable – Darebin City Council is not a party to a Regional Library Agreement

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13	Details of all property, finance and operating leases involving land, buildings, plant, computer equipment or vehicles entered into by the Council as lessor or lessee, including the name of the other party to the lease and the terms and value of the lease. <i>(Regulation 11(m))</i>	NO	YES (Contact Manager Corporate Governance and Performance)	
14	A register of authorised Officers appointed under section 224 of the Act. <i>(Regulation 11(n))</i>	NO	YES (Contact Manager Corporate Governance and Performance)	Privacy implications with displaying individuals names on website.
15	A list of donations and grants made by the Council during the financial year, including the names of persons or bodies that have received them and the amount of each donation or grant. <i>(Regulation 11(o))</i>	YES	YES (Contact Manager Corporate Governance and Performance)	
16	A list of the names of the organisations of which the Council was a member during the financial year and details of all membership fees and other amounts and services provided during the year to each organisation by the Council. <i>(Regulation 11(p))</i>	NO	YES (Contact Manager Corporate Governance and Performance)	
17	A list of contracts valued at \$150,000 or more for purchasing goods and services, or contracts valued at \$200,000 or more for carrying out works that the Council entered into during the financial year without first engaging in a competitive process and that are not contracts referred to in section 186(5) of the Act. <i>(Regulation 11(q))</i>	NO	YES (Contact Manager Corporate Governance and Performance)	

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18	A record of Assemblies of Councillors held during the previous 12 months. <i>(Section 3)</i>	YES (Included in Agendas and Minutes of all Council Meetings)	YES (Customer Service Centres and Manager Corporate Governance and Performance)	
19	General Local Law 2005, General (Amendment) Local Law 2006 and Governance Local Law 2013. <i>(Section 120)</i>	YES	YES (Customer Service Centres and Manager Corporate Governance and Performance)	
20	The program for applying Best Value principles, together with any quality or cost standards adopted by the Council. <i>(Section 208F)</i>	NO	YES (Contact Manager Corporate Governance and Performance)	
21	The Council Plan <i>(Section 125(11))</i> Strategic Resource Plan <i>(Section 126(4))</i> Council Budget <i>(Section 130(9))</i> and Annual Report <i>(Section 131(11))</i>	YES	YES (Customer Service Centres and Manager Corporate Governance and Performance)	
22	The Councillor Code of Conduct <i>(Section 76C)</i>	YES	YES (Customer Service Centres and Manager Corporate Governance and Performance)	

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23	The Councillor Support and Expenses Policy (<i>Section 75B</i>)	YES	YES (Customer Service Centres and Manager Corporate Governance and Performance)	
24	Election campaign donation returns by candidates at the previous Council election (<i>Section 62</i>)	YES	YES (Contact Manager Corporate Governance and Performance)	
25	The Council's Procurement Policy (<i>Section 186A</i>)	YES	YES (Customer Service Centres and Manager Corporate Governance and Performance)	
26	Planning Applications and associated documents for which public notice has been given.	NO	YES (available by attending the Planning Counter at Preston Customer Service)	There are currently server and software restrictions on the number and size of documents (particularly large documents as planning tend to be) that can be published on the web. Future changes to the website and server capabilities may change this.

ADDITIONAL DOCUMENTS ON COUNCIL'S WEBSITE

In addition to the above listed documents, the following documents are also available on Councils website:

- Councillor Code of Conduct - Case Studies
- Councillor Guidelines for Pre-Selection or Nomination in Federal and State Elections - May 2014
- Guidelines for Councillors on Advisory Committees
- Gifts and Hospitality Policy 2014
- Media Policy
- Protected Disclosure Procedure and Guidelines 2013